Instruction Document – ITR-1 for Assessment Year 2009-10

Please Note:

·Labels marked in **Red** in this document indicate mandatory fields and should be completed (filled up) in the spreadsheet.

·Fill up the data fields as applicable. If any numeric data field is left blank, it will be taken as 'zero' (0).

·Special characters <, >, &, ", ' (less than, greater than, ampersand, double quote and single quote) are not allowed . Also, please take care NOT to enter any characters not available on a standard keyboard. Do not enter symbols or characters such as é or á.

·The term "Your" means "assessee".

Note : This instruction document can also be used for Assessment Year 2008-09 .

For Assessment Year 2008-09 :

1. Fill in A3 (Assessment Year) column value as "2008" and
2. Leave the columns A90(UTN 1), A102(UTN 2), A114(UTN 1) and A125(UTN 2) blank.

Important Note : This ITR-1 spreadsheet supports only

·**Two entries for TDS from Salary**
·**Two entries for TDS from Interest**
·**Two entries for Advance Tax and Self Assessment Tax Payments**

A1. Optional Language :   (Optional)
Enter here the optional language, in which you would like to view the ITR-1 Return report.
For e.g, if you want to view the ITR-1 report in Hindi, enter 'Hindi' or 'HIN' in this column.

Please note, if you leave the field empty, by default , the report will be in English.

A2. Optional Ref :   (Optional)
Enter here any reference number you wish to assign for the Assessee or Individual in the batch. The length should not exceed 35 characters.

A3. Assessment Year :   (Mandatory)
Enter the Assessment year for which you are filing the returns.

For Assessment year 2009-10 filing, the value entered should be '2009' for this field.

A4. PAN :   (Mandatory)
Enter here your PAN number. This field is mandatory.

Please note,
1. The PAN field length should not exceed 10 characters.
2. The PAN must be in the format
   •   Characters 1 – 5 must be alphabets
   •   Characters 6 - 9 must be numeric
   •   Character 10 must be an alphabet.

A5. First Name :   (Optional)
Enter here the First name .

Please note, the length should not exceed 25 characters.

A6. Middle Name :   (Optional)
Enter here the Middle name.

Please note, the length should not exceed 25 characters.

A7. Last Name : (Mandatory)
Enter here the last name. This field is mandatory.

Please note, the length should not exceed 75 characters.

A8. Flat/Door/Block No : (Mandatory)
Enter here the number of the flat, door, block, house, society, complex etc. This field is mandatory.

Please note, the length should not exceed 75 characters.

A9. Name of Premises : (Optional)
Enter here the name of the premises, house, complex society etc.

Please note, the length should not exceed 75 characters.

A10. Road/Street : (Optional)
Enter here the name of the road, street, post office.

Please note, it should not exceed 75 characters.

A11. Area/Locality : (Mandatory)
Enter here the name of the area, locality. This field is mandatory.

Please note, the length should not exceed 75 characters.

A12. Town/City/District : (Mandatory)
Enter here the name of the town or city or district. This field is mandatory.

Please note, the length should not exceed 75 characters.

A13. State Code : (Mandatory)
Enter here the State code. This field is mandatory.

The code for States are as follows :

CODE	STATE
01	ANDAMAN AND NICOBAR ISLANDS
02	ANDHRA PRADESH
03	ARUNACHAL PRADESH
04	ASSAM
05	BIHAR
06	CHANDIGARH
07	DADRA AND NAGAR HAVELI
08	DAMAN AND DIU
09	DELHI
10	GOA
11	GUJARAT
12	HARYANA
13	HIMACHAL PRADESH
14	JAMMU AND KASHMIR

CODE	STATE
15	KARNATAKA
16	KERALA
17	LAKSHADWEEP
18	MADHYA PRADESH
19	MAHARASHTRA
20	MANIPUR
21	MEGHALAYA
22	MIZORAM
23	NAGALAND
24	ORISSA
25	PONDICHERRY
26	PUNJAB
27	RAJASTHAN
28	SIKKIM
29	TAMILNADU
30	TRIPURA
31	UTTAR PRADESH
32	WEST BENGAL
33	CHHATISHGARH
34	UTTARANCHAL
35	JHARKHAND
99	FOREIGN

A14. Pincode : (Mandatory)
Enter here the Pincode. This field is mandatory. The format must be six digits or numbers.

Please note, the NRI can enter 999999.

A15. Email : (Mandatory)
Enter here the Assessee's Email . This field is mandatory.

Please note, you should enter a valid Email to receive the copy of ITR–V via email.

A16. STD Code : (Mandatory)
Enter here the STD code. This field is mandatory. Please note, do not prefix '0' before STD code.

Please note, if mobile number is given, enter '91' as STD code. The length should not exceed 5 digits.

A17. Phone No : (Mandatory)
Enter here your telephone number. This field is mandatory.

Please note, the length should not exceed 10 digits.

A18. Status : (Mandatory)
Enter here the Status of the Assessee. This field is mandatory.

Please note, for Individuals, enter 'I', and for HUF enter 'H'.

A19. Date of Birth : (Mandatory)
Enter here your Date Of Birth. This field is mandatory.

Please note, the date of birth can be in a **YYYY-MM-DD or DD/MM/YYYY or DD/MM/YY** format. The entered Date of Birth should be before 31/03/2009.

A20. Gender : (Mandatory)
Enter here the assessee's gender. This field is mandatory.

Please note,
1. For individuals, enter 'Male' or 'M' or 'Female' or 'F'.
2. For HUF, enter 'X'.

A21. Employer Category : (Mandatory)
Enter here the employer category. This field is mandatory.

Please note,
1. Enter 'GOV' for Government category, which include Central Government / State Government employees.
2. Enter 'PSU' for public sector companies of Central Government and State Government.
3. Enter 'OTH' for HUF and others.

A22. Ward/Circle : (Optional)
Enter here the ward / circle where the return is filed.

Please note, the length should not exceed 40 characters.

A23. Return Filed under which Section ? : (Mandatory)
Enter here the section code under which the return is filed. It is usually given as 11.

The code for sections under which the return is filed are as follows:

Sl. No	How the return is filed	Code
1	Voluntarily before the due date	11
2	Voluntarily after the due date	12
3	In Response to notice under section 142 (1)	13
4	In response to notice under section 148	14
5	In response to notice under section 153 A	15

A24. Return Type : (Mandatory)
Enter here the return type. This field is mandatory.

Please note,
1. If this is the only Return then enter 'Original' or 'O'.
2. If you have already filed your return for this year and would like to make changes then enter 'Revised' or 'R'.

A25. Acknowledgement No of Original : (Mandatory if the return is revised)
If it is Revised return, then enter here the acknowledgement or the receipt number of the Original return. This field is mandatory if A24(Return Type) is 'Revised'.

A26. Original Filing Date:
Enter here the date of filing of Original return. This field is mandatory if A24(Return Type) is 'Revised'.

Please note, the date can be in a **YYYY-MM-DD or DD/MM/YYYY or DD/MM/YY** format.

A27. Residential Status : (Mandatory)

Enter here the residential status. This field is mandatory.

Please note,
1. For Resident, enter 'RES'.
2. For Non-Resident, enter 'NRI'.
3. For Resident but Not Ordinarily Resident, enter 'NOR'.

Please note, for all the monetary fields listed below, a thousand comma separator within the figure is not allowed.

For e.g. the figure 1,234 is invalid. It should be entered as 1234 without the comma.

Also, if any monetary data field is left blank, it will be taken as 'zero' (0).

A28. Income from Salaries : (Mandatory)
Enter here your Income chargeable under the Head 'Salaries'(Salary/ Pension). This field is mandatory.

Enter the details of salary /pension as given in TDS certificate (form 16) issued by your employer. However, if the income has not been computed correctly in Form 16, please make the correct computation and fill the same.

Further in case there were more than one employer during the year, please furnish in this field the details of total salaries from various employers.

Please note the entered value should be between 0 and 99999999999999.

A29. Income from Other Sources - Family Pension :
Enter here if there any family pensions.

Please note the entered value should be between 0 and 99999999999999.

A30. Income from Other Sources – Interest :
Enter here all the gross bank interest received from the saving account, FD, NSC etc.

Please note that there is no minimum amount or exemption. Negative figures are not allowed.

Please note, the entered value should be between 0 and 99999999999999.

A31. Total Income from Other Sources :
Enter here the total income from other sources, i.e the sum of income from family pension and income from Interest.

A31= (A29 + A30).

Please note, the entered numbers should be between 0 and 99999999999999.

A32. Gross Total Income :
Enter here the total gross income. The total gross income is the sum of total income from other sources (A31) and income from salaries (A28) .

A32 = (A28 + A31).

Please note, the entered value should be between 0 and 99999999999999.

A33. Chapter 6A Ded 80C :
Enter here the amount you have invested in any approved schemes.

Please note, the maximum eligible amount is Rs.1,00,000 for 80C + 80CCC + 80CCD.

Investments or payments under 80C includes Life insurance premiums for individuals, PF, PPF, Security deposits (NSS), Mutual funds, ULIPs, etc.

Please note, the entered value should be between 0 and 99999999999999.

A34. Chapter 6A Ded 80CCC :
Enter here the amount if you made any contribution to annuity plans. The investments or payments under 80CCC includes LIC annuity plans or any other insurer.

The Maximum eligible amount for 80CCC is Rs.10,000. However, the maximum eligible amount is Rs.1,00,000 for 80C + 80CCC + 80CCD.

Please note, the entered value should be between 0 and 99999999999999.

A35. Chapter 6A Ded 80CCD :
Enter here the amount, if you have made any contribution to pension scheme by Central Govt employees.

Please note, the maximum eligible amount for 80CCD is 10% of Salary. However, the maximum eligible amount is Rs.1,00,000 for 80C + 80CCC + 80CCD.

Please note, the entered value should be between 0 and 99999999999999.

A36. Chapter 6A Ded 80D :
Enter here the Mediclaim insurance amount.

Please note, the maximum eligible amount for 80D is Rs.15,000 (Rs.20,000 for Senior Citizens).

Please note, the entered value should be between 0 and 99999999999999.

A37. Chapter 6A Ded 80DD :
Enter here the Expenditure incurred on medical treatment, (including nursing), training and rehabilitation of handicapped dependent relative and Payment or deposit to specified scheme for maintenance of dependant handicapped relative.

Please note, the maximum eligible amount is Rs. 50,000 and if the dependant is a person with severe disability, the maximum limit is Rs 75,000.

Please note, the entered value should be between 0 and 99999999999999.

A38. Chapter 6A Ded 80DDB :
Enter here the Medical expenditure on self or on dependent relative for the specified diseases.

Please note, the maximum eligible amount is Rs.40,000 and Rs.60,000 for Senior Citizens.

Please note, the entered value should be between 0 and 99999999999999.

A39. Chapter 6A Ded 80E :
Enter here the Interest paid on the educational loan.

Please note, there is no maximum limit for this section.

Please note, the entered value should be between 0 and 99999999999999.

A40. Chapter 6A Ded 80G :
Enter here the donation amount made in respect of donations to certain funds, charitable institutions, etc. .

Please note, the various donations specified in Sec. 80G are eligible for deduction upto either 100% or 50% with or without restriction as provided in Sec. 80G . This deduction is available only for the entity to which donations is made is an approved charitable institution by the government.

Please note, the entered value should be between 0 and 99999999999999.

A41. Chapter 6A Ded 80GG :
Enter here the rent paid where no HRA is received.

Please note, the maximum eligible amount is Rs.24,000. Please see IT Act/Rules for allowable deduction.

A42. Chapter 6A Ded 80GGA :
Enter here the donation or contribution to specified organizations like scientific research, rural development etc. Please see IT Act/Rules for allowable deduction.

Please note, the entered value should be between 0 and 99999999999999.

A43. Chapter 6A Ded 80GGC :
Enter here the donation or contributions given to political parties.

Please note, an individual shall be allowed to a deduction of any amount contributed by him to a political party.

Please note, the entered value should be between 0 and 99999999999999.

A44. Chapter 6A Ded 80U :
Enter here the deduction amount for handicapped persons.

Please note, the maximum eligible amount is Rs.50,000 and Rs.75,000 for severe disability.

Please note, the entered value should be between 0 and 99999999999999.

A45. Total Chapter 6A Ded :
Enter here the total of all the Chapter VIA deductions, as required for Tax computation purposes.

A46. Total Income :
Enter here the total income. The total income is the difference amount between Gross total income and Total Chapter 6A deductions.

A46= (A32 – A45)

Please do not leave this field empty. Enter zero, '0', if there is no value.

Please note, the entered value should be between 0 and 99999999999999.

A47. Net Agricultural Income :
Enter here the net agricultural income. Enter only if the net agriculture income exceeds Rs 5000 and total income(A46) is greater than Rs 1,00,000.

Please do not enter negative values.

Please note, the entered value should be between 0 and 99999999999999.

A48. Aggregate Income :
Enter here the aggregate income.

The aggregate income is the sum of Total Income(A46) and Net Agricultural Income(A47).

A48 =A46+ A47

Please do not leave this field empty. Enter zero, '0', if there is no value.

Please note, the entered value should be between 0 and 99999999999999.

A49. Tax on Aggregate Income :

Please calculate the tax on the aggregate income and enter it here. Please see the tax table to calculate the tax.

Please note, the entered value should be between 0 and 99999999999999.

A50. Rebate on Agricultural Income :
Please calculate the rebate on net agriculture income as per IT acts.

Please enter zero, '0', if there is no agriculture income.

Please note, the entered value should be between 0 and 99999999999999.

A51. Tax payable on Total Income :
Enter here the tax payable on the Total Income. Tax payable is the difference amount between Tax on Aggregate Income and Rebate on Agricultural Income.

A51= (A49 – A50)

Please note, the entered value should be between 0 and 99999999999999.

A52. Surcharge on Tax :
Enter here the surcharge on the tax payable on total income(A51).

Please calculate surcharge at 10% on tax payable (A51), if Total Income(A46) exceeds Rs.10,00,000. Round off nearest Rupee.

Please note, the entered value should be between 0 and 99999999999999.

A53. Education Cess incl Sec and Higher Sec :
Enter here the Education Cess including the secondary and higher secondary cess on Tax payable on total income(A51) plus Surcharge on tax (A52).

Please note, the entered value should be between 0 and 99999999999999.

A54. Total Tax,Surcharge and Edu Cess :
Enter here the sum of total tax, surcharge and education cess.

A54= A51+A52+A53

Please do not leave this field empty. Enter zero, '0', if there is no value.

Please note, the entered value should be between 0 and 99999999999999.

A55. Relief under Sec 89 :
Calculate and enter here the relief u/s 89 as per IT Act in case of receipt of arrears of salary or advances of salary received during the year.

Please note, this is available to an employee when he receives salary in advance or in arrear or when in one financial year, he receives salary of more than 12 months or receives 'profits in lieu of salary' w.e.f. 1.6.89, relief u/s 89(1) can be granted at the time of TDS by employees of all companies co-operative societies, universities or institutions as well as govt./public sector undertakings. The relief should be claimed by the employee in Form No. 10E and should be worked out as explained in Rule 21A of the Income Tax Rules.

Please note, the entered value should be between 0 and 99999999999999.

A56. Relief under Sec 90/91 :
Calculate relief u/s 90 or 91 as per IT Act in case of tax paid outside India and enter it here.

Please note, the entered value should be between 0 and 99999999999999.

A57. Balance Tax Payable :

Enter here the balance tax payable.

A57 = (A54 − A55 − A56)

Please do not leave this field empty. Enter zero, '0', if there is no value.

Please note, the entered value should be between 0 and 99999999999999.

A58. Interest payable under Sec 234A :
Calculate and enter here the interest in case of delay of filing return as per IT Act. Round off nearest Rupee.

Please note, the entered value should be between 0 and 99999999999999.

A59. Interest payable under Sec 234B :
Calculate and enter here the interest in case of default in payment of advance tax as per IT Act. Round off nearest Rupee.

Please note, the entered value should be between 0 and 99999999999999.

A60. Interest payable under Sec 234C :
Calculate and enter here the interest in case of default in payment of appropriate installment of advance tax as per IT Act. Round off nearest Rupee.

A61. Total Interest payable :
Enter here the total interest payable. The Total interest is the sum of all interest payable under section 234 A, 234 B and 234C.

A61 = (A58 + A59 + A60)

Please do not leave this field empty. Enter zero, '0', if there is no value.

Please note, the entered value should be between 0 and 99999999999999.

A62. Total Tax and Interest payable :
Enter here total tax and interest payable. This is the sum of balance tax payable (A57) and total interest payable.

A62= (A57 + A61)

Please do not leave this field empty. Enter zero, '0', if there is no value.

Please note, the entered value should be between 0 and 99999999999999.

A63. Taxes Paid - Advance Tax :
Enter here the Total amount of advance tax paid. Please enter the amount from the Advance Tax details columns (A135 to A146) , as the case may be.

Please do not leave this field empty. Enter zero, '0', if there is no value.

Please note, the entered value should be between 0 and 99999999999999.

A64. Taxes Paid – TDS :
Enter here the Total TDS amount .This can be computed from the TDS related columns (both Form 16 and Form 16A) from column A89 to column A134.

Please do not leave this field empty. Enter zero, '0', if there is no value.

Please note, the entered value should be between 0 and 99999999999999.

A65. Taxes Paid - Self-Assessment Tax :
Enter here the self assessment tax paid from item number A140.

Please do not leave this field empty. Enter zero, '0', if there is no value.

Please note, the entered value should be between 0 and 99999999999999.

A66. Total Taxes Paid :
Enter here the total of taxes paid. This is the sum of advance taxes paid(A63) , TDS taxes paid (A64) and self assessment tax paid(A65).

A66= (A63+A64+A65)

Please do not leave this field empty. Enter zero, '0', if there is no value.

Please note, the entered value should be between 0 and 99999999999999.

A67. Tax payable :
Enter here the tax payable. This is the difference amount between Total tax and Interest payable(A62) and Total taxes paid(A66).

A67 = (A62 – A66)

Please do not leave this field empty. Enter zero, '0', if there is no value.

Please note, the entered value should be between 0 and 99999999999999.

A68. Refund Due :
Enter here the refund amount, if you are due refund.

Please do not leave this field empty. Enter zero, '0', if there is no value.

Please note, the entered value should be between 0 and 99999999999999.

A69. Bank Account No :   (Mandatory in case of refund)
Enter here the correct bank account number to which the refund amount has to be remitted.

Please note, the account number should be between 0 to 9 and cannot exceed maximum of 15 digits. Do not enter any alphabets.

A70. Refund mode :
Enter here 'Yes' or 'Y' if you want your refund by direct deposit into your bank account, else enter 'No' or 'N' if you want the refund by cheque.

A71. For Direct Dep, MICR code :
Enter here the MICR code, if you have selected direct deposit into your bank for refund.

Please note , the MICR Code is printed on the middle of the bottom portion of your cheque. The MICR code should be equal to 9 digits.

A72. Type of Account :
Enter here the nature of your bank account where the refund amount will be remitted.

Please note,
1. For Savings account, enter 'SAVINGS' or 'SAV'.
2. For Current account, enter 'CURRENT' or 'CUR'.

A73. Other Info - Code 001 :
If you have cash deposits aggregating to ten lakh rupees or more in a year in any savings account by you maintained in a banking company to which the banking regulations Act, 1949 (10 of 1949), applied(including any bank or banking institution referred to in section 51 of that Act), then enter the amount here.

Please note, the entered value should be between 0 and 99999999999999.

A74. Other Info - Code 002 :
If you have made any payment against bills raised in respect of a credit card aggregating to two lakh rupees or more in a year, then enter the amount here.

Please note, the entered value should be between 0 and 99999999999999.

A75. Other Info - Code 003 :
If you have made a payment of an amount of two lakh rupees or more for purchase of units or Mutual fund, then, enter the amount here.

Please note, the entered value should be between 0 and 99999999999999.

A76. Other Info - Code 004 :
If you have made payment of an amount of five lakh rupees or more for acquiring bonds or debentures issued by a company or institution, enter the amount here.

Please note, the entered value should be between 0 and 99999999999999.

A77. Other Info - Code 005 :
If you have made payment of an amount of one lakh rupees or more for acquiring shares issued by a company, enter the amount here.

Please note, the entered value should be between 0 and 99999999999999.

A78. Other Info - Code 006 :
If you have purchased any immovable property valued at thirty lakh rupees or more, then enter the amount here.

Please note, the entered value should be between 0 and 99999999999999.

A79. Other Info - Code 007 :
If you have sold any immovable property valued at thirty lakh rupees or more, then enter the amount here.

Please note, the entered value should be between 0 and 99999999999999.

A80. Other Info - Code 008 :
If you made payment of an amount of five lakh rupees or more in a year for investment in bonds issued by Reserve bank of India, then enter the amount here.

Please note, the entered value should be between 0 and 99999999999999.

A81. Tax Exempt Interest Income :
Enter here any interest received that is claimed as Tax exempt. For e.g Interest from RBI bonds.

Please note this is for reporting purpose only.

Please note, the entered value should be between 0 and 99999999999999.

A82. Verification Assessee Name : (Mandatory)
Enter here the assessee's name. In case of HUF, Karta's name should be entered here. This field is mandatory.

Please note, the length should not exceed 75 characters.

A83. Verification Assessee Father Name : (Mandatory)
Enter here the assessee's father's name. This field is mandatory.

Please note, the length should not exceed 25 characters.

A84. Verification Place : (Mandatory)

Enter here the city name. This field is mandatory.

Please note, the length should not exceed 50 characters.

A85. Verification Date : (Mandatory)
Enter here the date on which you verified. This field is mandatory.

Please note the date can be in a **YYYY-MM-DD or DD/MM/YYYY or DD/MM/YY** format and the date should be on after 01/04/2009.
Do not enter future date.

A86. TRP Identification No :
If the return is prepared by the Tax Return Preparer, then enter his / her TRP identification number.

Please note, the length should not exceed 10 characters.

A87. TRP Name :
Enter here the TRP name if your return is prepared by the Tax Return Preparer.

Please note, the length should not exceed 50 characters.

A88. TRP Reimburse Amount :
If TRP is entitled for any reimbursement from the Government, amount thereof (to be filled by TRP), enter the TRP reimburse amount here.

Please note, the entered value should be between 0 and 99999999999999.

Note : For columns A89 to A100, the mandatory condition applies if TDS (Form 16) details are given .

A89. Form 16 TAN of Employer 1 : (Mandatory)
Enter here the form 16 TAN of the Employer. Please quote a valid TAN to ensure credit for TDS. This field is mandatory.

Please note, the TAN format must be
  • Character 1 to 4 must be alphabets
  • Character 5 to 9 must be digits
  • Character 10 must be alphabet.

The length should not exceed 10 characters.

A90. UTN 1 :   (Optional)
Enter here the Unique Transaction Number (UTN) provided by the employer.

Please note, the UTN should be entered as digits only. The length should not exceed 16 characters.

A91. Employer Name 1 :
Enter here the Employer name. This field is mandatory

Please note, the length should not exceed 75 characters.

A92. Address 1 :   (Mandatory)
Enter here the address of the employer. This field is mandatory

Please note, the length should not exceed 75 characters.

A93. City 1 :   (Mandatory)
Enter here the city of the employer corresponding to the address. This field is mandatory

Please note, the length should not exceed 50 characters.

A94. State Code 1 : (Mandatory)
Enter here the State code corresponding to the address of the employer.

Please note, the code should be the listed one which is given in **A13** (State) column.

A95. Pincode 1 : (Mandatory)
Enter here the six digit pincode corresponding to the address of the employer. This field is mandatory.

A96. Income from Salaries 1 : (Mandatory)
Enter here the income from salaries as detailed in Form 16. This field is mandatory

Please note, the entered value should be between 0 and 99999999999999.

A97. Chapter 6A Ded 1 : (Mandatory)
Enter here the Chapter 6A deductions as detailed in Form 16. This field is mandatory

Please note, the entered value should be between 0 and 99999999999999.

A98. Tax payable (incl Sur and Edu cess) 1 : (Mandatory)
Enter here the Tax payable including surcharge and eduction cess as detailed in Form 16. This field is mandatory

Please note, the entered value should be between 0 and 99999999999999.

A99. Total Tax Deducted 1 : (Mandatory)
Enter here the total tax deducted as detailed in your form 16. This field is mandatory

Please note, this is the TDS value that has to be included in item A64.

Please note, the entered value should be between 0 and 99999999999999.

A100. Tax refundable 1 :
Enter here the tax refundable amount if any from Form 16.

Please note, the entered value should be between -99999999999999 and 99999999999999. It can be negative.

A101. Form 16 TAN of Employer 2 : (Mandatory if you have worked for more than one employer during this assessment year)

Enter the 2nd employer's TAN number here. Please quote a valid TAN to ensure credit for TDS.

Please note, the TAN format must be
- Character 1 to 4 must be alphabets
- Character 5 to 9 must be digits
- Character 10 must be alphabet.

The length should not exceed 10 characters.

A102. UTN 2 :
Enter here the Unique Transaction number provided by the second Employer .

Please note, the UTN should be entered as digits only. The length should not exceed 16 characters.

A103. Employer Name 2 : (Mandatory if you have worked for more than one employer)
Enter here the Employer 2 name.

Please note, the length should not exceed 75 characters.

A104. Address 2 :   (Mandatory if you have worked for more than one employer)
Enter here the address of the employer 2.

Please note, the length should not exceed 75 characters.

A105. City 2 :   (Mandatory if you have worked for more than one employer)
Enter here the city of the employer corresponding to the address.

Please note, the length should not exceed 50 characters.

A106. State Code 2 :   (Mandatory if you have worked for more than one employer)
Enter here the State code corresponding to the address of the employer.

Please note, the code should be the listed one which is given in **A13** (State) column.

A107. Pincode 2 :   (Mandatory if you have worked for more than one employer)
Enter here the six digit pincode corresponding to the employer's address.

A108. Income from Salaries 2 :   (Mandatory if you have worked for more than one employer)
Enter here the income from salaries as detailed in Form 16 from the Employer 2.

Please note, the entered value should be between 0 and 99999999999999.

A109. Chapter 6A Ded 2 :   (Mandatory if you have worked for more than one employer)
Enter here the Chapter 6A deductions as detailed in Form 16 from the Employer 2.

Please note, the entered value should be between 0 and 99999999999999.

A110. Tax payable (incl Sur and Edu cess) 2 :   (Mandatory if you have worked for more than one employer)
Enter here the Tax payable including surcharge and eduction cess as detailed in Form 16 from Employer 2.

Please note, the entered value should be between 0 and 99999999999999.

A111. Total Tax Deducted 2 :   (Mandatory if you have worked for more than one employer)
Enter here the total tax deducted as detailed in your Form 16 from Employer 2.

Please note, the entered value should be between 0 and 99999999999999.

A112. Tax refundable 2 :   (Mandatory if you have worked for more than one employer)
Enter here the tax refundable amount if any from Form 16 from Employer 2. This field is mandatory if have a refund.

Please note, the entered value should be between -99999999999999 and 99999999999999. It can be negative.

Note : For columns A113 to A123, the mandatory condition applies if TDS on Interest (Form 16 A) details are given .

A113. Form 16 A TAN of Deductor 1 :   (Mandatory)
Enter here the TAN of the deductor. This field is mandatory. Quote a valid TAN to ensure credit for TDS.

Please note, the TAN format must be
   •   Character 1 to 4 must be alphabets
   •   Character 5 to 9 must be digits
   •   Character 10 must be alphabet.

The length should not exceed 10 characters.

A114. UTN 1 :   (Optional)
Enter here the Unique Transaction Number of the deductor.

Please quote the correct number to get the benefit of credit in respect of tax deducted/collected.

Please note, the UTN should be entered as digits only. The length should not exceed 16 characters.

A115. Deductor Name 1 :   (Mandatory)
Enter here the deductor name.

Please note, the length should exceed 75 characters.

A116. Address 1 :   (Mandatory)
Enter here the address of the deductor. This field is mandatory.

Please note, the length should not exceed 75 characters.

A117. City 1 :   (Mandatory)
Enter here the city of the deductor corresponding to the address. This field is mandatory

Please note, the length should not exceed 50 characters.

A118. State Code 1 :   (Mandatory)
Enter here the state code corresponding to the deductor address.

Please note, the code should be the listed one which is given in **A13** (State) column.

A119. Pincode 1 :   (Mandatory)
Enter here the six digit pincode corresponding to the deductor's address. This field is mandatory

A120. Amount Paid 1 :   (Mandatory)
Enter here the amount paid. Please round off to nearest rupee. Enter the details from Form 16A issued by deductor. This field is mandatory.

Please note, the entered value should be between 0 and 99999999999999.

A121. Date of Payment 1 :   (Mandatory)
Enter here the date on which the payment / credit was made. Enter the details from Form 16A issued by deductor. This field is mandatory.

Please note, the date can be in a **YYYY-MM-DD or DD/MM/YYYY or DD/MM/YY** format. It should not exceed 10 characters.

A122. Total Tax on Amount Paid 1 :   (Mandatory)
Enter here the total tax deducted. Please round off to nearest rupee. Enter the details from Form 16A issued by deductor. This field is mandatory.

Please note, the entered value should be between 0 and 99999999999999.

A123. Tax Amount claimed this year 1 :   (Mandatory)
Enter here the tax amount claimed for this year. Enter details from Form 16A. Usually this will be the same as tax deducted. This value cannot exceed tax deducted. Round off to nearest Rupee. This is the value TDS to be included in item **A64.** This field is mandatory.

Please note, the entered value should be between 0 and 99999999999999

A124. Form 16 A TAN of Deductor 2 :   (Mandatory if tax on interest is deducted by more than one deductor during this assessment year)

Enter here the TAN of the deductor 2. Quote a valid TAN to ensure credit for TDS.

Please note, the TAN format must be
  • Character 1 to 4 must be alphabets
  • Character 5 to 9 must be digits

- Character 10 must be alphabet.

The length should not exceed 10 characters.

A125. UTN 2 :

Enter here the Unique Transaction Number of the deductor 2.

Please quote the correct number to get the benefit of credit in respect of tax deducted/collected

Please note, the UTN should be entered as digits only. The length should not exceed 16 characters.

A126. Deductor Name 2 : (Mandatory if tax on interest is deducted by more than one deductor during this assessment year)

Enter here the deductor 2 name.

Please note, the length should not exceed 75 characters.

A127. Address 2 : (Mandatory if tax on interest is deducted by more than one deductor during this assessment year)

Enter here the address of the deductor 2.

Please note, the address should not exceed 75 characters.

A128. City 2 : (Mandatory if tax on interest is deducted by more than one deductor during this assessment year)

Enter here the city of the deductor 2 corresponding to the address.

Please note, the length should not exceed 75 characters.

A129. State Code 2 : (Mandatory if tax on interest is deducted by more than one deductor during this assessment year)

Enter here the state code corresponding to the deductor 2 address.

Please note, the code should be the listed one which is given in **A13** (State) column.

A130. Pincode 2 : (Mandatory if tax on interest is deducted by more than one deductor during this assessment year)

Enter here the six digit pincode corresponding to the deductor's address.

A131. Amount Paid 2 : (Mandatory if tax on interest is deducted by more than one deductor during this assessment year)

Enter here the amount paid. Please round off to nearest rupee. Enter the details from Form 16A issued by deductor 2.

Please note, the entered value should be between 0 and 99999999999999.

A132. Date of Payment 2 : (Mandatory if tax on interest is deducted by more than one deductor during this assessment year)

Enter here the date on which the payment was made. Enter the details from Form 16A issued by deductor 2.

Please note, the date can be in a **YYYY-MM-DD or DD/MM/YYYY or DD/MM/YY** format. It should not exceed 10 characters.

A133. Total Tax on Amount Paid 2 : (Mandatory if tax on interest is deducted by more than one deductor during this assessment year)

Enter here the total tax deducted. Please round off to nearest rupee.

Enter the details from Form 16A issued by deductor.

Please note, the entered value should be between 0 and 99999999999999.

A134. Tax Amount claimed this year 2 :   Mandatory if tax on interest is deducted by more than one deductor during this assessment year)

Enter here the tax amount claimed for this year. Enter details from Form 16A. Usually this will be the same as tax deducted.

Please note, this value cannot exceed tax deducted. Round off to nearest Rupee. This TDS value is to be included in item **A64.**

Please note, the entered value should be between 0 and 99999999999999.

Note : For columns A135 to A140, the mandatory condition applies if Advance Tax and Self Assessment details are given .

A135. Adv Tax/SA Tax Bank Name 1 :   (Optional)
Enter here the name of the bank.

Please note, it can be abbreviated of deposit and Serial no of Challan are entered to ensure credit of the same

The length should not exceed 25 characters.

A136. Branch Name 1 :   (Optional)
Enter here the name of the Branch. Please mention locality and city name.

Please note, the length should not exceed 25 characters.

A137. BSR Code 1 :   (Mandatory)
Enter here the BSR Code of the Bank. This field is mandatory.

Please note, the BSR code should be seven digit code as per bank seal on counterfoil.

A138. Date of Deposit 1 :   (Mandatory)
Enter here the date on which you deposited of tax payment. This field is mandatory.

Please note, the date can be in a **YYYY-MM-DD or DD/MM/YYYY or DD/MM/YY** format. This date cannot be prior to 01/04/2008 and cannot be any future date.

Date will be used to distinguish between Advance Tax Payments(Item A63) and Self Assessment Tax Payments (Item A65)

A139. Challan Serial No 1 :   (Mandatory)
Enter here the serial number of the challan as per the bank seal. This field is mandatory.

Please note the serial number should be 5 characters in length.

A140. Amount 1 :   (Mandatory)
Enter here the tax amount. Please roundoff to nearest rupee. This field is mandatory.

Please note, the entered value should be between 0 and 99999999999999.

A141. Adv Tax/SA Tax Bank Name 2 :   (optional if you have more than one tax payments)
Enter here the name of the bank 2.

Please note, it can be abbreviated of deposit and Serial no of Challan are entered to ensure credit of the

same

The length should not exceed 25 characters.

A142. Branch Name 2 :   (Optional)
Enter here the name of the Branch. Please mention locality and city name.

Please note, the length should not exceed 25 characters.

A143. BSR Code 2 :   (Mandatory if you have more than one tax payments)
Enter here the BSR Code of the Bank 2.

Please note, the BSR code should be seven digit code as per bank seal on counterfoil

A144. Date of Deposit 2 :   (Mandatory if you have more than one tax payments)
Enter here the date on which you deposited of tax payment.

Please note, the date can be in a **YYYY-MM-DD or DD/MM/YYYY or DD/MM/YY** format. This date cannot be prior to 01/04/2008 and cannot be any future date.

Date will be used to distinguish between Advance Tax Payments (Item A63) and Self Assessment Tax Payments (Item A65)

A145. Challan Serial No 2 :   (Mandatory if you have more than one tax payments)
Enter here the serial number of the challan as per the bank seal.

Please note the serial number should be 5 characters in length.

A146. Amount 2 :   (Mandatory if you have more than one tax year)
Enter here the tax amount 2. Please round off to nearest rupee.

Please note, the entered value should be between 0 and 99999999999999.